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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON DC 20350-2000

OPNAVINST 1500.67
OP-03
10 MAY 1991

OPNAV INSTRUCTION 1500.67

From: Chief of Naval Operations

Subj: SURFACE WARFARE TRAINING REQUIREMENTS REVIEW (SWTRR)

Ref: (a) OPNAVINST 5420.96 Surface Warfare Officer Training
(b) OPNAVINST 1500.52 Surface Warfare Training System
Policy, Organization and Responsibilities

Encl: (1) Surface Warfare Training Requirements Review (SWTRR)
Review Preparation Schedule

1. Purpose. The Surface Warfare Training Requirements Review (SWTRR) Program is established to conduct systematic reviews of Surface Warfare training.

2. Background. The rapidity of operational developments and increasing complexity of ships and their propulsion, electronics and weapon systems, in concert with efficient resource management, necessitates that a Surface Warfare Training Requirements Review process be established. Systematic reviews are required to provide quality control of surface training to ensure effectiveness and appropriateness of rating, Navy Enlisted Classification (NEC) and pipeline training. The goal of these reviews is to improve the total quality of surface training by ensuring fleet and systems command (SYSCOM) reviews on a regular basis. Normally, officer training reviews are conducted under reference (a); however, when officer and enlisted training courses are co-located or as otherwise appropriate, the SWTRR process may be used to evaluate officer training.

These reviews are to ensure that Surface training produces quality graduates that best meet current and future fleet requirements, maximizing resources and time to produce optimum student success rate. The SWTRR assesses existing training, eliminates redundant or unnecessary training, determines requirements for additional training, and aligns training within Surface "A," "C" and "F" Schools, pipelines and training paths. It also assesses non-academic factors, such as quality of life, that may affect attrition, training and the ability of the school to meet its mission. The SWTRR will combine as many other related reviews as possible to reduce the administrative impact on the training activity.

3. Scope. This instruction pertains to all formal school training for which the Assistant Chief of Naval Operations (Surface Warfare) (OP-03) is warfare sponsor.



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10 MAY 1991

4. Discussion. The SWTRR is an assessment process designed to ensure that surface warfare personnel are provided with quality training programs and that all formal training satisfies fleet requirements. It is under the sponsorship of the Assistant Chief of Naval Operations (Surface Warfare) (OP-03) and is executed by key Office of the Chief of Naval Operations (OPNAV), Chief of Naval Education and Training (CNET), system command (SYSCOM), type commander (TYCOM) and fleet personnel. The review provides fleet input/feedback, improves communication, identifies training issues and deficiencies and directs corrective actions. Objectives of the review are to:

a. Provide a means for direct warfare sponsor oversight and participation in identifying and correcting deficiencies in Surface training.

b. Provide a means to ensure course content is consistent with current technological/operational conditions in the fleet.

c. Assess and ensure the adequacy of safety training within the curriculum.

d. Provide for correct alignment/scheduling/sequencing of training.

e. Review curricula materials to ensure essential information is included, technical accuracy is validated and a supportive training progression exists.

f. Assess training equipment and integrated logistical support (ILS) areas (e.g., preventive maintenance, technical manuals (TECHMANs), casualty reports (CASREPs), etc) and their currency and adequacy.

g. Economize/streamline training pipelines.

h. Provide a basis for programming corrective action through the Program Objective Memorandum (POM) process.

i. Assess non-academic factors, such as quality of life, that may affect training, attrition and the ability of the school to meet its mission.

j. Coordinate Technical Training Audits, Navy Training Plans, Occupational Standards programs and rating continua. The operation of SYSCOM Technical Training Audits will be closely coordinated with scheduled SWTRRs to ensure a mutually supportive overall assessment process.

26 APR 1993

k. To identify and resolve emergent training issues not requiring programmatic resource action.

1. Identify new training requirements as appropriate.

5. Responsibilities

a. The Director, Surface Warfare Division (N86) as a warfare training sponsor is responsible for:

(1) Overall conduct of SWTRR's for surface training. As appropriate, other warfare area advocates and resource sponsors within OPNAV will be requested to participate in reviews.

(2) Resource programming to support SWTRR Fleet/TYCOM operations.

b. Fleet Commanders in Chief and TYCOMs will provide:

(1) Representatives to the SWTRR's to address fleet/type commanders' training requirements as requested.

(2) Temporary Additional Duty (TAD) funding in support of SWTRR Fleet/TYCOM representation.

c. Chief of Naval Education and Training (CNET) is responsible for:

(1) All SWTRR operations involving schedule execution, participation, on-site assessments, and past SWTRR tracking and resolution.

(2) Providing guidance within the Naval Education and Training Command (NAVEDTRACOM) to facilitate the SWTRR process and timely addressal of action items.

(3) Providing curriculum materials such as curriculum outlines, instructor guides, master schedules, etc., as part of the review process.

(4) Providing TAD funding in support of NAVEDTRACOM SWTRR operations and Fleet Subject Matter Experts (SMEs).

(5) Identifying and providing appropriate representatives knowledgeable of the training under review.

d. N1/NMPC is responsible for:

10 MAY 1991

(1) Providing representation to SWTRRs involving OP-01 resources.

(2) As requested, providing Enlisted Community Manager (ECM)/detailer representation to each SWTRR.

e. The appropriate SYSCOMs are responsible for:

(1) Coordinating SYSCOM tech audits with the SWTRR scheduling process.

(2) As requested, providing representation (HQ and/or ISEA) to each review.

(3) Providing temporary additional duty (TAD) funding in support of SWTRR operations.

f. Naval Safety Center will provide representatives to review curricula, training equipment, training devices and audio visual aids.

6. Procedural Guidelines.

Procedural guidelines for conducting SWTRRs are included in enclosure (1).

7. Action

a. A Quicklook Summary of each SWTRR will be issued by OP-03 via naval message with evaluations and summary remarks on items of note in the following areas:

- (1) Curricula Quality
- (2) Staff/Instructor Effectiveness
- (3) Safety Training
- (4) School Planning/Management
- (5) Training Support Equipment
- (6) Attrition, Setback and Remedial Procedures
- (7) Student Quality of Life

b. An action letter report with detailed plan of action and milestones (POA&M) will be issued by CNET within thirty days of completion.

10 MAY 1991

c. Reports on status of Plan Of Action and Milestone will be submitted via letter to CNET by action item commands on a quarterly basis until all actions are complete.

d. A quarterly summary status report of all outstanding SWTRR action items will be submitted by CNET to OP-39.

8. Report. The reporting requirement contained in paragraph 7 and enclosure (1) is assigned symbol OPNAV 1500-27 and is approved for three years from the date of this directive.

a. Report Symbol OPNAV 1500-28 is assigned to the SWTRR POA&M status report required in paragraph 7c.

b. Report Symbol OPNAV 1500-29 is assigned to the SWTRR Summary status report required in paragraph 7d.



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Assistant Chief of Naval Operations
(Surface Warfare)

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(See page 6)

10 MAY 1991

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SURFACE WARFARE TRAINING REQUIREMENTS REVIEW (SWTRR)
REVIEW PREPARATION SCHEDULE

Purpose. To provide a schedule to prepare for and follow up a review by the Surface Warfare Training Requirements Review (SWTRR) Team. This schedule will provide a preferred timeline in checklist format to allow participants adequate notice and preparation time for the visit.

Discussion. The experience gained in past SWTRRs allows the preparation of a standardized schedule to preclude missing a milestone or failing to schedule adequate time for preparation. The schedule below is not intended to provide all-encompassing details on each step, but rather to provide guidelines for a smooth evolution.

A. PREPARATION FOR SWTRR

Action	Task	Days Prior to Review
OP-39	Provide SWTRR schedule to ALCON.	Annually
OP-39	Send SWTRR tasking message.	90 days
CNET	Notify Host Command and participating activities providing detailed SWTRR requirements.	80 days
CNET	Provide curriculum outlines and master course schedules to participating activities for review.	60 days
Participating Activities	Provide Host Command, OP-39 and CNET with a list, by name and working group, of personnel attending the SWTRR. Also provide issue papers regarding the training to be reviewed.	45 days
CNET	Provide all activities with a detailed schedule of events and participants at each event.	20 days
ALCON	Commence SWTRR	0 days

Enclosure (1)

10 MAY 1991

B. POST SWTRR FOLLOW UP

Action	Task	Days after SWTRR
OP-39	Send message summarizing SWTRR issues to all participating commands/activities.	15 days
CNET	Send detailed action item letter.	25 days
Action Commands	Provide CNET with initial action item report 30 days after receipt of letter. Accompanying this report should be a POA&M for completion of all items.	55 days
CNET	Track action item status.	Continuing
Action Commands	Provide quarterly status reports to CNET.	Continuing
CNET	Provide quarterly summary status reports to OP-39.	Continuing

Enclosure (1)

10 MAY 1981

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l. Identify new training requirements as appropriate.

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(5) Identifying and providing appropriate representatives knowledgeable of the training under review.

d. OP-01/NMPC is responsible for:

10 MAY 1987

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